



DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
OCCUPATIONAL THERAPIST II**

Position Code No. 08.323

FELIX P. CAMACHO
Governor of Guam

MICHAEL W. CRUZ, M.D.
Lieutenant Governor

LOURDES M. PEREZ
Director

JOSEPH C. MANIBUSAN
Deputy Director

ANNOUNCEMENT NO:

DOA87-08

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

JULY 25, 2008 - CONTINUOUS

PAY GRADE:

OPEN: M-1; \$28,678 P/A - M-10; \$43,018 P/A
PROM: M-1; \$28,678 P/A - M-20; \$60,681 P/A

WHO CAN APPLY

Open to government of Guam employees and the public

**QUALIFICATION
REQUIREMENTS**

Two years of experience as an occupational therapist and graduation from an accredited college or university with a Bachelor's degree in occupational therapy; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Necessary Special Qualification: Registered as an Occupational Therapist by the American Occupational Therapy Association.

NATURE OF WORK

This is complex professional occupational therapy work. Employees in this class perform the full range of complex professional occupational therapy duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional staff and/or my supervise sub-professional personnel.

**MINIMUM
EDUCATIONAL
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**ILLUSTRATIVE
EXAMPLES OF WORK**

Plans, organizes, and participates in occupational therapy program to rehabilitate patients who are physically or mentally ill. Confers with others concerning needs and requirements for occupational

OCCUPATIONAL THERAPIST II

KNOWLEDGE, ABILITIES & SKILLS

therapy services and develops educational programs. Evaluates disabilities; tests and evaluates developmental level, manual dexterity, attention span and work tolerance of patients. Chooses modalities to produce predetermined goals such as increased muscle strength and coordination, sensorimotor integration, and awareness of and ability to cope with surroundings and relationships. Conducts training and instruction in fundamentals and techniques of occupational therapy. Acts as consultant in interpreting occupational therapy activities to patients and their families and teachers. Requisitions necessary equipment and supplies. Maintains records and prepares reports. Performs related duties as required.

Knowledge of the principles, practices, materials and equipment of occupational therapy. Knowledge of anatomy, physiology, neuro-physiological and psychosocial aspects of human development and behavior. Knowledge of the construction, use and care of orthopedic appliances, self-care and adaptive equipment. Ability to demonstrate techniques and teach objectives of occupational therapy. Ability to plan specific programs according to needs and using activities selectively and effectively. Ability to make work decisions in accordance with appropriate program guidelines. Ability to lead the work of others. Ability to supervise the work of others may be required. Ability to inspire confidence and motivate patients to carry out treatment. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job applications can be download from http://www.govguamdocs.com/doa/index_doa.htm.

For:  **CECILIA G. MARTINEZ**, Manager
Human Resources Division

7/23/2018

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.